



ATLANTA

DIRECTOR BUREAU OF PLANNING

SALARY RANGE: \$64,262 - \$93,821

Salary Grade 35 (Salary Negotiable)

Duties

This position is responsible for the management and supervision of the City's Bureau of Planning. This employee provides information and advice to the Commissioner, Mayor, Council members and other decision makers on complex planning issues related to the growth and development of the City; presents information to neighborhoods and civic groups and general public; directs bureau activities, produces annual Bureau of Planning work programs; plans and organizes the timely execution of reports; responsible for the expenditure and accounting of operating funds. Reports to the Commissioner of Planning and Community Development. Candidates should be creative managers with strong organizational skills. Should also possess a commitment to customer service and building a strong relationship with the community and other stakeholders.

Licenses and Certificates

AICP Certification preferred. Candidates applying must present a valid GA driver's license at the time of appointment. License must remain valid while in this classification.

Minimum Job Requirements

Persons applying must possess a Master's degree in Urban/Transportation planning, Public Administration, or related field, and five years of progressively responsible urban planning management experience. Equivalent combination of training and experience which provides the requisite knowledge, skills, and abilities for this job. Supervisory experience required in urban planning or related.

The Application Procedure

Resumes will be accepted beginning August 1, 2005 until vacancy is filled.

Our office hours are from 8:30 a.m. 4:30 p.m., Monday through Friday.

Mail Resumes to:

City of Atlanta

Department of Human Resources

68 Mitchell Street SW, Suite 2107

Atlanta, GA 30303

Email Resumes to: DKIMES@ATLANTAGA.GOV

(404) 330-6733 Phone

Fax Resumes to: (404) 658-1129

To download an application visit us at: WWW.ATLANTAGA.GOV

Equal Employment Opportunity Employer

Applicants who meet the minimum requirements for the position will be forwarded to the Department of Planning & Community Development for employment consideration.